



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PRODUCTION COORDINATOR

Job Number: 20001502

Job Code: 73070V000101

Job Group: 7300 - INFORMATION MANAGEMENT SYSTEMS

Job Established: 07/01/1993

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Is responsible for coordinating activities related to all production support aspects of multiple information systems within an agency, or for multiple components of state level or distributed systems. Coordinates work among production support sections. Assists agency management with development of facility, capacity, communications or contingency plans. Establishes procedures and secures cooperation of others to improve the computer operations, data coordination, equipment security and production control functions among multiple programs or departments, and to facilitate resource sharing. Represents production support function during conflict resolution and facilitates cooperation with other information systems functions; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of production support experience.

Substitute EDUCATION for EXPERIENCE:

Related technical or vocational training will substitute for the bachelor's degree requirement on a year for year basis. A master's degree in computer science will substitute for one year of the experience requirement.

Substitute EXPERIENCE for EDUCATION:

Experience in computer programming, systems support, or production support will substitute for the bachelor's degree requirement on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops staffing and resource allocation plans to provide production support services to multiple systems. Is responsible for securing and allocating resources to successfully carry out production support functions during times of critical need, such as system shutdown, system failure or recovery from unscheduled outages. Develops long range production support plans, and approves tactical implementation plans developed by sections. Develops and implements an acquisition plan to continuously improve system performance and to respond to changing requirements of critical applications. Directs adjustments among system components. Communicates with agency management on a routine basis to resolve problems and establish priorities. Supervises production support functions during installation or reconfiguration of hardware and during relocation or conversion of critical data files. Assists development, network and systems support staff in analyzing requirements for development, modification or retirement of state level or complex departmental systems. Directs switching of online systems to alternate processor(s). Develops implementation plans for introduction of productivity tools or automation of production support functions. Balances workload among production support resources available on the network. Handles vendor negotiations.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.